

PowerPoint - create video

Introduction

A video including audio can be created using PowerPoint. This has the advantage of the content in the slideshow and the presenter narrating.

Open in Desktop App

Create presentation

The PowerPoint file will need to be opened in the desktop app for full functionality. If you are in PowerPoint online click on Open in Desktop App > Open in PowerPoint.

Click on **Notes** at the bottom right to add a script or summary

Notes

Record voice-over

Select **Slide Show > Record Slide Show**

Your presentation will open in recording mode, your **microphone** and **camera** availability will display at the bottom right of the screen.

Click on **Camera** button to display web-cam footage or not, note the open access PCs have a rocker switch at the top of the monitor to open and close the camera.

If notes have been added in PowerPoint then click on Notes to display whilst recording.

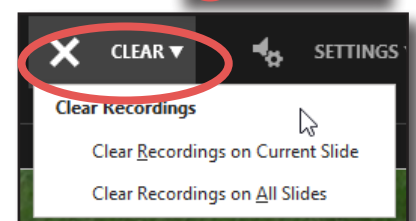
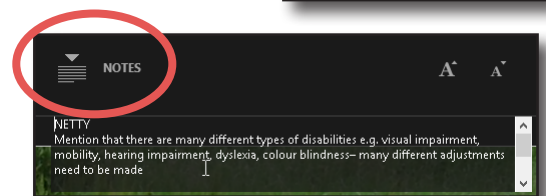
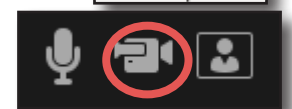
Click **record** to be counted in for your narration to be recorded.

You can **pause** the recording at any time, use the **arrows** to move through slides. **Stop** when you want to stop recording and use arrows to go to slide and click **replay** to hear your audio recording.,

If you make a mistake click on **Clear** at the top right of the screen **clear recording on the current slide** or for **all slides**.

Click the **Esc** button on your keyboard to return to PowerPoint app.

Click on **Settings** for Microphone and Camera information.



Save file as video

Select **File > Export > Create a Video**. Change size settings to **HD (720p) Medium file size** and **moderate quality**

Make sure **Use Recorded Timings and Narrations** is selected.

Click **Create Video**. Enter a file name and browse for folder to save file.

A progress bar may appear at the bottom of the screen to indicate how long this is likely to take, the longer the video, the longer it will take to save. Play your newly-created video by double clicking on the file in the folder it was saved in.

